

### Activity Counselor

Department: Parks & Recreation

#### Job Summary

Performs a variety of duties associated with the planning and supervision of day camps. Counselors are responsible for instruction and safety of campers. They may also oversee Junior Counselors and other volunteers.

#### Duties and Responsibilities

1. Provides a safe and supportive learning environment for all participants.
2. Maintains control of camp environment while identifying individual needs.
3. Assist in the development of curriculum and teach content appropriate to the participants' ages and abilities, and based upon the Parks and Recreation Mission Statement.
4. Effectively communicates with participants, parent/guardians, and the general public. Answers questions effectively and appropriately. Follows up with customers as necessary.
5. Set-up and take down of needed equipment as required prior to and after classes. Ensures that campers clean up after themselves in all facilities visited and used.
6. Inspects equipment and facilities used on a regular basis to ensure safety and cleanliness and reports discrepancies to the Department.
7. Enforce all general Town of Crested Butte policies relative to the program, facility, and equipment.
8. Takes proper safety precautions.
9. Maintains current and accurate paperwork including timecards, rosters, emergency contacts, and attendance records, being sure to update on a daily basis or as needed.
10. Communicates effectively with the department regarding safety as well as improvements to efficiencies and services provided.
11. Hours in addition to regular camp hours may be required.
12. Performs related duties as required.

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#### Required Knowledge and Skills

Knowledge of:

- Department's rules, regulations, and mission in relation to the program.
- Best practices in teaching and risk management as related to day camps and facilities.
- Principles, practices, teaching methods and techniques specific to the camp of instruction.
- Techniques for dealing effectively with co-workers, participants, parent/guardians and the public.

Skill in:

- Ensuring safe and proper use of facilities and equipment.
- Working without close supervision in various working environments.
- Demonstrating and teaching proper techniques specific to the program of instruction.
- Planning, organizing, and instructing participants in the program.
- Handling emergency situations including Basic First Aid, and CPR.
- Handling sensitive and/or confidential information.
- Establishing and maintaining effective work relationships with co-workers, the Department, participants, parent/guardians, and the public.

#### Minimum Job Requirements

Must be at least 18 years of age.

Training and certifications specific to each program are preferred. Prior experience teaching, instructing, or coaching preferred.

#### Background Investigation

Employment is contingent upon the results of a criminal history record check.

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#### Working Conditions and Physical Effort

Strength and physical ability to perform duties in a recreational program setting; stamina to perform sustained physical labor, including standing, walking, using hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; strength to lift and maneuver materials and equipment weighing up to 50 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

The work environment may be indoors or outdoors depending upon the recreational program. Noise levels vary depending on the program. The employee may be required to lift or spot participants. Work may be required during evenings and on weekends, depending upon the position.

*This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.*

New: 03/22/2010